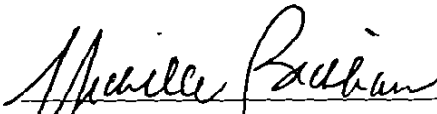



**Standard Operating Procedure**  
**for**  
**Modification of a Minor Individual Water Permit Document**

Revision 2

Permits Division  
Office of Environmental Services  
Louisiana Department of Environmental Quality

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Please Note: The official version of this document is maintained on the LDEQ Intranet. Copies, whether in electronic or printed form, are not official and should be verified for currency against the official document on the Intranet. The Control Header of the SOP will be used for comparison to the official document.

Note: Actions older than 5 years may be removed from this record

[illegible]

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## **1.0 Purpose / Applicability**

The purpose of this procedure is to provide staff in the Permits Division direction in developing major and minor modifications to a Minor Individual Water Permit document. This process begins with Permits section staff receiving the modification request and ends with post-signature activities.

This procedure is specific to the Permits Division and applies to all Permits staff members that produce major and minor modifications to Minor Individual Water Permit doc

## **2.0 Definitions / Acronyms / Abbreviations**

DMR:	Discharge Monitoring Report
EDMS:	Electronic Document Management System
ES:	Environmental Scientist
ETD:	Environmental Technology Division (part of Office of Environmental Assessment)
LPDES:	Louisiana Pollutant Discharge Elimination System
LWDPS:	Louisiana Water Discharge Permit System
NMF:	National Marine Fisheries Service
OES:	Office of Environmental Services
PCU:	Permits Compliance Unit (Air and Water Section, Enforcement Division)
PN:	Public Notice
PPG:	Public Participation Group
PW:	Permit Writer
SHPO:	State Historic Preservation Officer
TMDL:	Total Maximum Daily Load
USFWS:	United States Fish and Wildlife Service
WLA:	Waste Load Allocation

## **3.0 Personnel Qualifications**

Staff members who participate in Minor Individual Water Permit document development are familiar with this SOP.

#### 4.0 Procedure

Note: Other SOPs related to this activity are described in Section 9.0-Attachments.

##### 4.1 Permit Section Receives Modification Request

Responsible Person	Activity	QA Record
Section secretary	1. Picks up modification request in Permits Division Mail Room.	
	2. Sorts applications and distributes to ES-Supervisor.	
ES-Supervisor	3. Receives modification and checks to see if modification was created correctly in TEMPO. Makes corrections if needed.	
	4. Assigns modification request to PW. Updates TEMPO work activity log to show work assignment. For major modifications, see 4.2. For minor modifications, see 4.3.	

#### 4.2 Major Modifications

##### 4.2.1 Permit Writer Performs Technical Review of Modification Request

Responsible Person	Activity	QA Record
PW	1. Sends working folder, including copy of modification request, to designated ES for generation of Arcview map. Or, PW has option to prepare map (see SOP#1059) and provide information to PCS (see SOP#1497).	
	2. Receives Arcview map and working folder.	
	3. Determines if biomonitoring & pretreatment summaries are required. If required, sends request for summaries to the pretreatment staff in the Level 2 Permits Section.	

	4. Performs subsegment screening for endangered/threatened species to determine if letter to USFWS or NMF is required. If required, PW creates, signs, and forwards letter to mailout person. Updates TEMPO work activity log.	
	5. Determines if clarification or additional information is needed. If needed, requests by phone, letter, or email. If requesting by letter, prepares and signs letter. Updates TEMPO work activity log. PW forwards letter to mailout person.	
	6. Receives additional information from applicant on company letterhead, if requested. Updates TEMPO work activity log.	
	7. Reviews additional information for technical completeness.	
	8. Repeats request for additional information, if necessary. If information not received, PW may send the matter to Enforcement. Updates TEMPO work activity log.	
	9. Makes site visit to clarify points regarding facility operations, plant layout, or other factors that might affect permit eligibility or issuance, if needed.	
	10. Makes sure responses have been received if SHPO or other approval letters were requested by Application Verification Group.	

#### 4.2.2 Permit Writer Researches Permit-related Issues

Responsible Person	Activity	QA Record
PW	1. Conducts file review, including a review of: <ul style="list-style-type: none"> <li>• Previous LWDPS and/or LPDES permits;</li> <li>• Previous Statement of Basis;</li> <li>• DMRs;</li> <li>• Inspection reports;</li> <li>• Compliance Orders; and</li> <li>• Administrative Orders.</li> </ul>	

	<p>2. Checks for any other pertinent information including:</p> <ul style="list-style-type: none"> <li>• information about the facility;</li> <li>• discharge(s);</li> <li>• receiving stream;</li> <li>• 303(d) listing information</li> <li>• water quality characteristics; and</li> <li>• receiving waterbody characteristics.</li> </ul>	
	<p>3. Researches limitations. PW uses appropriate documents and TMDL / WLA for water-quality based limits. Uses appropriate guidance documents for technology-based or recommended EPA guideline limitations.</p>	
	<p>4. Requests internal Technical Assistance from ETD, if needed, using the ETD Request Form. Updates TEMPO work activity log. The PW forwards request to the division, along with a suggested due date.</p>	
	<p>5. Receives report from ETD, if assistance was requested. PW reviews this report.</p>	

#### 4.2.3 Permit Writer Prepares Draft Modified Permit Package

Responsible Person	Activity	QA Record
PW	<p>1. Prepares draft modified permit package, including:</p> <ul style="list-style-type: none"> <li>• cover letter;</li> <li>• draft modified title page;</li> <li>• public notice;</li> <li>• General Information Sheet;</li> <li>• Inventory Sheet;</li> <li>• Guidance to Understanding New Permit Format;</li> <li>• draft permit modification including Standard Conditions and Other Conditions, if applicable;</li> <li>• Statement of Basis;</li> <li>• fee rating sheets, if necessary; and</li> <li>• route sheet (including color coded dot with</li> </ul>	

	group number on it). Updates TEMPO work activity log.  NOTE: All public notices will be developed by the permit writer using the approved template and will be attached in TEMPO.	
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#### 4.2.4 Review and Signature of Draft Modified Package

NOTE: A supervisor or manager may include additional technical reviewer(s) during the document review, if needed.

Responsible Person	Activity		QA Record
PW	1. Sends draft modified permit package to ES-Supervisor.		
ES-Supervisor	2. a) Reviews draft modified permit package and has no comments. Routes package directly to ES-Manager. Updates TEMPO work activity log. Go to Step 4.	b) Reviews draft modified permit package and has comments. Routes package directly to the PW. Updates TEMPO work activity log.	
PW		3. Receives reviewer's comments and makes the requested changes. Routes draft modified permit package directly to ES-Supervisor. Updates TEMPO work activity log. Go to Step 2.	



ES-Manager	4. a) Reviews draft modified permit package and has no comments. Routes package directly to Assistant Secretary. Updates TEMPO work activity log. Go to Step 6.	b) Reviews draft modified permit package and has comments. Routes package directly to the PW. Updates TEMPO work activity log.	
PW		5. Receives reviewers' comments and makes the requested changes. Routes draft modified permit package to ES-Supervisor. Updates TEMPO work activity log. Go to Step 2.	
Assistant Secretary	6. a) Reviews draft modified permit package and has no comments. Go to Step 8.	b) Reviews draft modified permit package and has comments. Routes package directly to the PW. Assistant Secretary or designee updates TEMPO work activity log.	
Permit Writer		7. Receives Assistant Secretary's comments and makes the requested changes. Routes draft modified permit package to ES-Supervisor. Updates TEMPO work activity log. Go to Step 2.	
Assistant Secretary	8. Initials route sheet to indicate approval and signs draft cover letter. Assistant Secretary or		

	designee updates TEMPO work activity log with signature information. Places draft package in PPG box in Assistant Secretary's office area.	
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#### 4.2.5 Public Participation Group Arranges Public Notice

Responsible Person	Activity	QA Record
PP staff	1. Arranges PN (per SOP# 1586) and then routes working folder to the PW's Section Secretary for mailout.	
	2. Receives public comments, if any, and routes to PW. Receives a copy of proof of publication of public notice from newspaper; notifies PW of receipt by email.	

#### 4.2.6 Mailout of Draft Modified Permit Package to Applicant

Responsible Person	Activity	QA Record
Mailout person	1. Receives working folder from Public Participation.	
	2. Prepares copies and attachments.	
	3. Mails original and copies as indicated. Removes fee rating sheets, if included, from draft modified permit package and routes to Fiscal.	
	4. Routes working folder to PW.	

#### 4.2.7 Preparation of Final Modified Permit Package for Review

Responsible Person	Activity	QA Record
PW	1. Receives email notification of proof of publication receipt from PPG.	
	2. Receives public comments via PPG, if any were submitted during the public comment period.	

	3. After the public comment period ends, reviews and evaluates comments. Prepares response to comments, if any were submitted.	
	4. Assists PPG staff if public hearing / public meeting is required.	
	5. Addresses comments from public hearing/ public meeting, if one occurred.	
	6. Based on comments, management decides if Basis for Decision is needed. Works with the legal staff to develop a Basis for Decision if one is required. Updates TEMPO work activity log.	
	<p>7. Prepares final modified permit package including:</p> <ul style="list-style-type: none"><li>• cover letter;</li><li>• tan title page;</li><li>• DMR blank form, if applicable;</li><li>• General Information Sheet;</li><li>• Inventory Sheet;</li><li>• Guidance to Understanding New Permit Format;</li><li>• final permit modification including standard and other conditions;</li><li>• route sheet (including color coded dot with group number on it); and</li><li>• Basis for Decision and response to comments, if required.</li></ul> <p>Updates TEMPO work activity log.</p> <p>NOTE: A copy of the draft modified permit, statement of basis, public notice proof of publication email, and comments, if any, should also be included in the working folder.</p>	

#### 4.2.8 Review and Signature of Final Modified Permit Package

NOTE: A supervisor or manager may include additional technical reviewer(s) during the document review, if needed.

Responsible Person	Activity		QA Record
PW	1. Sends final modified permit package to First Reviewer.		
ES-Supervisor	2. a) Reviews final modified permit package and has no comments. Routes package directly to ES-Manager. Updates TEMPO work activity log. Go to Step 4.	b) Reviews final modified permit package and has comments. Routes package directly to the PW. Updates TEMPO work activity log.	
PW		3. Receives reviewer's comments and makes the requested changes. Routes final modified permit package directly to ES-Supervisor. Updates TEMPO work activity log. Go to Step 2.	
ES-Manager	4. a) Reviews final modified permit package and has no comments. Routes package directly to Assistant Secretary. Updates TEMPO work activity log. Go to Step 6.	b) Reviews final modified permit package and has comments. Routes package directly to the PW. Updates TEMPO work activity log.	

PW		5. Receives reviewers' comments and makes the requested changes. Routes final modified permit package to ES-Supervisor. Updates TEMPO work activity log. Go to Step 2.	
Assistant Secretary	6. a) Reviews final modified permit package and has no comments. Go to Step 8.	b) Reviews final modified permit package and has comments. Routes package directly to the PW. Assistant Secretary or designee updates TEMPO work activity log.	
Permit Writer		7. Receives Assistant Secretary's comments and makes the requested changes. Routes final modified permit package to the ES-Supervisor. Updates TEMPO work activity log. Go to Step 2.	
Assistant Secretary	8. Initials route sheet to indicate approval and signs final cover letter and title page. Assistant Secretary or designee updates TEMPO work activity log with signature information. Places final package on Permits Division's bookshelf in Assistant Secretary's office area.		

#### 4.2.9 Mailout of Final Permit Package to Applicant

Responsible Person	Activity	QA Record
Section Secretary	1. Picks up final permit package from Permits Division's bookshelf in Assistant Secretary's office area.	
Mailout person	2. Prepares copies and attachments.	
	3. Mails original and copies as indicated. Routes hard copy of final permit to PCU.	
	4. Routes working folder to PW.	

#### 4.2.10 Routing Working Folder Information to EDMS

Responsible Person	Activity	QA Record
PW	1. Receives working folder and strips file.	
	2. Sets effective dates in TEMPO, locks permit and makes it effective.	
	3. Prepares DEQ Document Transmittal form and attaches it to any pertinent information not currently in EDMS (i.e., conversation logs, site visit notes). Route to Records Management Staff to be scanned for the EDMS.	

### 4.3 Minor Modifications

#### 4.3.1 Permit Writer Performs Technical Review of Modification Request

Responsible Person	Activity	QA Record
PW	1. Determines if clarification or additional information is needed. If needed, requests by phone, letter, or email. If requesting by letter, prepares and signs letter. Updates TEMPO work activity log. PW forwards letter to mailout person.	

	2. Receives additional information from applicant on company letterhead, if requested. Updates TEMPO work activity log.	
	3. Makes site visit to clarify points regarding facility operations, plant layout, or other factors that might affect permit eligibility or issuance, if needed.	

## 4.3.2 Permit Writer Researches Permit-related issues

Responsible Person	Activity	QA Record
PW	1. Conducts file review, if the modification request should warrant a file review.	

## 4.3.3 Preparation of Final Modified Permit Package for Review

Responsible Person	Activity	QA Record
PW	1. Prepares final modified permit package including: <ul style="list-style-type: none"> <li>• cover letter;</li> <li>• tan title page;</li> <li>• General Information Sheet;</li> <li>• Inventory Sheet;</li> <li>• Guidance to Understanding New Permit Formal</li> <li>• final permit modification;</li> <li>• route sheet (including color coded dot with group number on it).</li> </ul>	
	2. Prepares fee sheet, if necessary.	
	3. Updates TEMPO work activity log.	

#### 4.3.4 Review and Signature of Final Modified Permit

NOTE: A supervisor or manager may include additional technical reviewer(s) during the document review, if needed.

Responsible Person	Activity		QA Record
PW	1. Sends final modified permit package to ES-Supervisor.		
ES-Supervisor	2. a) Reviews final modified permit package and has no comments. Routes package directly to Assistant Secretary. Updates TEMPO work activity log. Go to Step 4.	b) Reviews final modified permit package and has comments. Routes package directly to the PW. Updates TEMPO work activity log.	
PW		3. Receives reviewer's comments and makes the requested changes. Routes final modified permit package directly to ES-Supervisor. Updates TEMPO work activity log. Go to Step 2.	
ES-Manager	4 .a) Reviews final modified permit package and has no comments. Routes package directly to Assistant Secretary. Updates TEMPO work activity log. Go to Step 6.	b) Reviews final modified permit package and has comments. Routes package directly to the PW. Updates TEMPO work activity log.	



PW		5. Receives reviewers' comments and makes the requested changes. Routes final modified permit package to ES-Supervisor. Updates TEMPO work activity log. Go to Step 2.	
Assistant Secretary	6. a) Reviews final modified permit package and has no comments. Go to Step 8.	b) Reviews final modified permit package and has comments. Routes package directly to the PW. Assistant Secretary or designee updates TEMPO work activity log.	
Permit Writer		7. Receives Assistant Secretary's comments and makes the requested changes. Routes final modified permit package to ES-Supervisor. Updates TEMPO work activity log. Go to Step 2.	
Assistant Secretary	8. Initials route sheet to indicate approval and signs final cover letter and title page. Assistant Secretary or designee updates TEMPO work activity log with signature information. Places final package on Permits Division's bookshelf in Assistant Secretary's office area.		

#### 4.3.5 Mailout of Final Permit Package to Applicant

<b>Responsible Person</b>	<b>Activity</b>	<b>QA Record</b>
Section Secretary	1. Picks up final modified permit package from Permits Division's bookshelf in Assistant Secretary's office area.	
Mailout person	2. Prepares copies and attachments.	
	3. Mails original and copies as indicated. Removes fee rating sheets, if included, from final modified permit package and routes to Fiscal. Routes hard copy of final permit to PCU.	
	4. Routes working folder to PW.	

#### 4.3.6 Routing Working Folder Information to EDMS

<b>Responsible Person</b>	<b>Activity</b>	<b>QA Record</b>
PW	1. Receives working folder and strips file.	
	2. Sets effective dates in TEMPO, locks permit and makes it effective.	
	3. Prepares DEQ Document Transmittal form and attaches it to any pertinent information not currently in EDMS (i.e., conversation logs, site visit notes). Route to Records Management Staff to be scanned for the EDMS.	

### 5.0 Records Management

Staff members will route copy of signed modified permit and any other pertinent records to EDMS as required by the LDEQ Records Manager.

### 6.0 Quality Control / Quality Assurance

This process includes at least two reviewers, who maintain consistency among similar permits.

The PW uses public notice templates, stored on the standard forms directory, to prepare the public notice text. This assures that approved standard language is consistent in all public notices of this type.

The TEMPO work activity log is updated at all key steps of the process. This enables staff to accurately track the document development process.

#### **7.0 SOP Review / Revision / Approval**

The designated reviewers for this SOP are Jan Cedars, Cheryl Lejeune, Jesse Chang, Tom Killeen, and Deanna Bloodworth (QA elements, only). The Permits Division Administrator has final approval authority for changes to this SOP.

#### **8.0 References**

*Standard Public Notices* (SOP#1586)

Public Notice Templates (see Standard Forms Directory in Permits shared folder)

2000 Modified Court Ordered 303(d) List

*SOP for Development and Control of LDEQ SOPs* (#1263)

#### **9.0 Attachments**

##### **9.1 Activities Related to Modification of a Minor Individual Water Permit Document**

## 9.1 Activities Related to Modification of Minor Individual Water Permit Documents

Activity	SOP#
Managing Incoming OES Documents	1346, 1730
Application Processing and Administrative Completeness Review	1015
Parish Notifications of Applications Received	1731
<b>Technical Review and Document Development</b>	<b>1369</b>
Obtaining Facility Geographical Information and Providing Facility Geographical Information to PCU for PCS	1059, 1497
Public Notice	1586
Public Hearing (for major modifications, if applicable)	1685
<b>Document Review and Decision (Signature)</b>	<b>1369</b>
<b>Post Signature Activities</b>	<b>1369</b>
Public Mailout to Persons Who Requested Notification of Permit Actions	1586
TEMPO Minimum Data Elements-Water	1468
Entering Facility Information into PCS	1453